								1							
REASON FOR THIS POSITION								POSIT	N COVER SHEET						
1. NEW 2. IDENTICAL TO THE EST/ PD NUMBER		TO THE ESTAB	TABLISHED		REPLACES PD NUMBER										
RECOMMENDED															
4. TITLE								5. PAY PLAN	6. SERIES	7. GRADE					
8. WORKING TITLE								9. INCUMBENT	3ENT (Optional)						
OFFICIAL															
10. TITLE Economist															
11. PP	12. SERIES	13. FUNC	14. GRADE		15. DATE	16. I/A				17. CLASSIFIER	?				
GS	110	110 07 MONTH/DAY/YEAR		DAY/YEAR	YES NO										
				4/22/2002				MS							
18. ORGANIZAT	IONAL ST	RUCTURE	(Agency/	Bureau)											
1st						5th									
2nd						6th									
3rd						7th									
4th						8th									
SUPERVISOR'S	SUPERVISOR'S CERTIFICATION														
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.															
19. Supervisor's Signatur		22. Second	Level Super	rvisor's Signature		23. Date									
21. Supervisor's Name ar		24. Second	24. Second Level Supervisor's Name and Title												
FACTOR EVALU	JATION SY														
FACTOR	25. FLD/BMK	<	26. POINTS	FACTOR		2!	5. FLD/BMK		26. POINTS						
1. Knowledge Required						6. Persor	nal Conta	acts							
Supervisory Controls					<u> </u>	7. Purpos	se of Cor	ntacts							
3. Guidelines							cal Dema								
4. Complexity					9. Work Environ			nent							
5. Scope and Effect								27.	TOTAL POINT	s	27.				
Grade based on PCS for I	3).	28. GRA	28. GRADE 28.												
CLASSIFICATIO	N CERTIFI	ICATION													
I certify that this position standards.	has been classifi	ed as required b	y Title 5, US Co	de, in conform	nance with standards	published by t	he OPM or,	if no published stan	idard applies directly	y, consistently v	with the most applicable published				
29. Signature /S/ MAF	RILYN STETKA	1							30. Date 4/22/	2002					
31. Name and Title: Maril	lyn Stetka, Huma	an Resources S	specialist (Classif	fication)											
32. Remarks FLSA: N		Stand	ard Job #110-0			33. OPM Certification	ation Number								

MASTER RECORD/INDIVIDUAL POSITION DATA

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A. KEY DATA																					
	1. FUNCTION (1) 2. DEPT. CD/AGCY-BUF A/C/D/I/R			JR-CD. (4)	R-CD. (4) 3. SON (4)					4. MR.	4. MR. NO. (6)				5. GRAD 07	6. IP N	6. IP NO. (8)				
B. MASTE	R RECORD																				
1. PAY	2. OCC.SER (4)	C.SER (4) 3. OCC FUNC.				. TITLE	CD		. TITLE	.E (38)											
GS	110				0003			ECO	NMST										1		
6. HQ.FLD.CD. (1) 1=HQ 2=FLD 7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA				5=Mgmt. CSRA 6= Leader LGEG 8=All Others					8. CLASS STD. C X=New : Blank=N			Std. Applied			9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 02				
11. EARLY RET. CD. (1) 1=Primary 3=Foreign Svc. 2=Secondary Blank=NA			12. INA A	12. INACT/ACT (1)					13. DT MO	DAY	,		14. DT. MO	INACT/RI DAY	ACT/REACT (6) DAY YEAR		GCY. US	SE (10)			
16. INTERDIS	S. SER. (40)											1					1				
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17. INTERDIS (5)	S. TITLE CD. (50) (5)	(5)			(5)	(5)		(5)					(5)		(5)		(5)			(5)	
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C INDIVID	OUAL POSITION) NI																			
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N E=Exempt 1 0=None 3=S			3=SF 2 4=AD 3						cepted bu	ut not				nsensitive incritical			07				
6. WK. TITLE CD. (4) 7. WK TITLE (38)																					
8. ORG. STR. 1st		3rd 4th 5th				6th 7th			8th	9. V	CD. (1 ition Ad Vacand Chang	Action B=Lower Grade D=Different title and/or ncy C=Higher Grade series						.			
10. TARGET GD. (2)	11. LANG. I (2)	REQ.	12. I (1)	PROJ. D	TY. IND.	13. Dl	JTY STA	ATION (9)		14. E	BUS. CD.	(4)	15. DT	. LST. A	UDIT (6)	16.	PAS. IND. (1)	17. D	ATE EST. (8)
GD. (2)	(2)			Blank= Y=Yes		State (2))	City(4)	Cnty(3)				МО	DAY	YEAR	2	Blank=N/ 1=PAS	A	мо 04	DAY 22	YEAR 02
18. GD. BASIS	S. IND. (1)												19. DT	. REQ. I	REC. (6)	20.	NTE. DT. (6))	2	21. POS. ST	. BUD(1)
N 1=Rev. when vacant 4=Sup./Program 2=Impact of Person 5=RGEG 3=Sup./SGEG 6=Policy Analysis GEG			EG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS =				ency Use		М			YEAR MO		DAY YEAR		Y=Perm N=Other				
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd D Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev.						Re 1= 2=	esults) esults =No Actio =Minor P =New PD	Series Change 9=Other Pos. Upgrade Pos. Downgrade													
23. DT. EMP. MO DAY		24. DT. ABOL. (6) MO DAY YEAR				25. INACT/ACT (1) A 1=Inact. 2=Act.			26. D'	T. INACT/R DAY	EACT (6) YEAR	27. AC	27. ACCTG. STAT. (4)		28. INT. ASGN.		SER. (4)	2	29. AGCY. USE (8)		
30. CLASSIFI	IER'S SIGNATURE	<u>_</u>					Z-AUI.			31. DAT	E										
32. REMARK	S									1											
	Job #110-07																				

A. Major Duties

The incumbent performs limited economic analysis and research, either providing technical support to higher-grade economists, or independently performing assignments in accordance with established precedents.

Incumbent participates with higher-grade economists in defining research objectives.

Conducts specific segments of research projects according to precedented research methods or other technical approaches.

Collects and complies data from primary and secondary sources, verifies and analyzes data, and prepares drafts of written reports.

Assignments may also require literature search, data or other information retrieval, and preparation of tables, graphs and statistical analyses and interpretations.

Performs other duties relative to the assignment.

B. Evaluation Factors

1. Knowledge Required by the Position

Professional knowledge of economic theory, principles and concepts, and conventional research and analytical methods and techniques, to perform independent assignments involving well-precedented projects, or to provide technical support to a higher grade economist.

Knowledge and skill to perform economic analysis and investigations of limited scope and complexity, which are designed to contribute to the continuing professional career development of the economist.

Knowledge of data processing techniques to carry out specific analytical and research assignments.

Knowledge of generally applied statistics and skills in fundamental mathematics to deal with numerical relationships.

Economist GS-110-07

2. Supervisory Controls

The supervisor or higher-graded economist makes assignments indicating what needs to be done, deadlines and priorities. Incumbent consults with the supervisor or higher-grade economists on unusual or unforeseen problems. Work is reviewed for factual and technical accuracy, its responsiveness to the economic issues, appropriate organization of written responses, methodology, sources and conformance with agency policy.

3. Guidelines

Specific guidelines are available and are in the form of Agency and Department policies and procedures. Some judgement is used in the selection of the methodology most appropriate to the economic question or issue being analyzed.

The supervisor or higher-grade economist is consulted in those situations where guidance is inadequate.

4. Complexity

Work assignments include subjects which consist of related steps and methods and which are designed to further the employee's orientation to the Agency terminology, procedures, data sources and their relationships. The nature and time constraints of the assignments are the main variables encountered and affect the type and kind of sources consulted and the method of presentation of completed tasks. Unusual situations are referred to the project leader or supervisor for assistance in resolving.

5. Scope and Effect

The purpose of the work assignments is to assist senior economists in elaborating research objectives, analyzing data, and preparing assigned segments of reports. The completed work contributes to the completion of larger economic studies or projects.

6. Personal Contacts

Contacts are with other economists and support staff in the immediate and related work units. The incumbent also maintains contacts with personnel of other U.S. government agencies, international organizations, and private research groups.

7. Purpose of Contacts

The purpose of contacts is to obtain, exchange or transmit non-controversial factual information.

8. Physical Demands

The work is sedentary.

9. Work Environment

The work is performed in a typical office setting.

C. Other Considerations (Check if applicable)

[]	Supervisory Responsibilities (EEO Statement)
[]	Training Activities - Career Intern, Student Career Experience Program
[]	Motor Vehicle or Commercial Driver's License Required
[]	Pesticide Applicators License Required
[]	Safety/Radiological Safety Collateral Duties
[]	EEO Collateral Duties
[]	Drug Test Required
[]	Vaccine(s) Required
[]	Financial Disclosure Required
[]	Special Physical Requirements/Demands
[]	Other:

August 27, 1996